



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
Veterans Home of California, Yountville

Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans' home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living.

To qualify for job openings, you must have State list eligibility, or reinstatement/transfer. To obtain State list eligibility, please visit the State Personnel Board website at www.spb.ca.gov

ACTIVITY COORDINATOR (8319)
Full-Time, Permanent – Continuous Filing
Therapeutic Activities
All Tenures - Time Bases
\$2218.-\$2696. Monthly Salary
(Includes a compensation benefits package)

NOTE: Hiring for this vacancy is contingent upon obtaining all approvals prior to making a commitment

Description:

To provide a comprehensive schedule of activities for residents which meet their social, educational, physical, cognitive, cultural, and spiritual needs:

- ✓ Plans, implements and conducts a comprehensive activity program that meets the residents' needs and Title 22 and OBRA mandates for residents in the Veterans Home. Facilitation of these activities may include assisting residents in translocation, pushing wheelchairs, organizing equipment and supplies, loading or transferring residents in wheelchairs onto buses, preparing, setting up, and assisting with adult education classes.
- ✓ Documentation: Meet and assess all new and/or re-admissions to unit, completes transfer, and update annual assessment documentation required in manner specified by all licensing agencies. Takes daily attendance and records progress towards goals in quarterly notes per regulations in a timely manner. Participates in Interdisciplinary Team Conferences as required.
- ✓ Plans and coordinates with other departments to facilitate programs. Develops and maintains appropriate contact with community resources. Coordinates, supervises, and instructs volunteers, adult education presenters and others who provide groups and special events.
- ✓ Attends and participates in weekly staff meetings and facility required trainings. May be assigned to committees.
- ✓ Request and maintains equipment and supplies.
- ✓ Other duties as related.

Desirable qualifications:

Strong communication and customer service skills
Good work ethic
Ability to work all shifts (some weekends may be required)
Experience working with Microsoft Office (Word, Excel and Outlook)

Benefits Package

Benefit packages vary; please visit the www.spb.ca.gov website for benefit package information

Who may apply:

Applications will be accepted from individuals with current/permanent State Service in the class of Activity Coordinator, or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed.

To Apply:

Visit our website at www.cdva.ca.gov or the State Personnel Board www.spb.ca.gov to download the application. Submit your completed State Application (Std. 678), certificate of attendance in the Activity Coordinator Training Course and resume to: Veterans Home of CA, Yountville; Human Resources – Testing Unit; 110 California Drive; Yountville, CA 94599-1414

Testing for State Eligibility:

Visit our website at www.cdva.ca.gov OR www.spb.ca.gov for test dates and locations.

Questions:

If you have any questions or to request information concerning this posting, or need assistance in the application process, please contact our Human Resources Department in Yountville at Voice: (707) 944-4550, TDD: (707) 944-4560.